ROSS & ASSOCIATES®
TAX OFFICE
YOUR VIRTUAL/MOBILE TAX PREPARATION EXPERTS

MAIN 725-324-7787 | VIP 725-353-8293
info@rossandassociates-taxoffice.com
app.rossandassociates-taxoffice.com

Client Intake & Due Diligence

1 of 7 | Taxpayer & spouse information

Recommended organizer. If information is gathered by interview instead, the preparer should retain clear software notes and supporting records. Mark N/A where appropriate.

Tax year

Preparer / interview date

Taxpayer

Full legal name

SSN / ITIN - secure submission only

Date of birth

Occupation

Phone

Email

Spouse, if applicable

Full legal name

SSN / ITIN - secure submission only

Date of birth

Occupation

Phone / email

Identity verification / special circumstances / accommodations

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Household & filing facts

Current mailing address, city, state and ZIP

Marital status on last day of tax year

Marriage / divorce / death dates, if applicable

States lived / worked in and dates

Can another person claim you or your spouse?

Household members; who paid housing costs; relevant changes

Income sources - check all that apply

- [ ] W-2 wages / tips
- [ ] 1099, freelance, gig or sole-proprietor business income - complete business pages
- [ ] Rental activity - complete a separate rental worksheet
- [ ] Retirement, Social Security, investment, digital assets, K-1s or other income

List all sources, business activities and any missing tax forms

Include income received without a tax form. Your preparer determines filing status and tax treatment from the facts provided.

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Dependent information

For each person: full legal name, SSN / ITIN, date of birth, relationship, months lived with you, student / disability facts and income. Use a secure supplement if needed.

Dependent 1

Dependent 2

Dependent 3 / additional dependent supplement reference

Questions for each dependent

Who else could claim this person? Other-parent residence / custody / Form 8332 facts

Who provided support? Household costs, assistance and amounts / sources

Residency / relationship / support records supplied or still needed

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Credits & supporting information

Childcare: dependent, provider name / address / tax ID, amount paid and benefits

Education: student, 1098-T, attendance, prior credit years, tuition / books, grants

Health coverage: Marketplace coverage / 1095-A, HSA contributions / distributions

Prior disallowed credits, IRS / state notices or identity-protection PINs

Other deductions / credits / payments, including itemized records and estimates

Follow-up

Facts needing clarification and documents to request

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Client Intake & Due Diligence

Owner: taxpayer / spouse / other

Tax year

Business legal name / DBA, entity type and EIN, if applicable

Business address / operating locations

Business start / closure dates

Services or products / industry

How often do you work in the business?

Your role and participation

Income & bookkeeping

How clients pay; all income sources; cash / platform / 1099 receipts

Gross receipts per records

Refunds / returns / reimbursements

Recordkeeping method; P&L / ledger / statements supplied; reconciliation notes

Missing records, discrepancies or estimates and how to substantiate them

If you also have W-2 employment, include those records. Use additional business pages for each separate activity.

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Client Intake & Due Diligence

Expense records - amounts or attached report reference

Advertising, commissions, contract labor, wages / benefits, insurance and licenses

Rent, utilities, interest, professional fees, supplies and subscriptions

Travel and meals: amount, purpose and supporting documentation

Inventory / goods sold, equipment and improvements; costs and dates

Vehicles: business / total / commuting miles, log, expenses, purchase / lease

Home office: area, business use, dates, shared use and relevant expenses

Workers / contractor payments, reporting questions and unresolved items

Identify personal portions, reimbursements and missing records. Your preparer reviews tax treatment; this organizer does not establish a deduction.

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Client Intake & Due Diligence

Client acknowledgment

I have provided information that is complete and accurate to the best of my knowledge, including all income sources. I will provide supporting records and correct any missing or inaccurate information. I understand that my preparer may ask follow-up questions and that I must review and authorize my return before filing.

This acknowledgment is not Form 8879, a bank-product application or a Section 7216 consent. No refund amount or funding date is promised.

Taxpayer printed name

Spouse printed name, if applicable

Taxpayer signature - apply with your PDF signing tool

Date signed

Spouse signature - apply with your PDF signing tool

Date signed

Preparer record - office use

- [ ] Identity and source records reviewed / secured
- [ ] Income sources, dependent facts and applicable follow-ups documented

Software notes / attachments reference and unresolved items

Fillable fields work in compatible PDF readers. Online adopted signatures must be completed through the configured signing workflow.